

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations) Travel Authorized as Indicated in Items 2 through 21.						1. DATE OF REQUEST 22 Sep 88	
REQUEST FOR OFFICIAL TRAVEL							
2. NAME (Last, First, Middle Initial) PAC, Data SSN 001-11-0000				3. POSITION TITLE AND GRADE OR RATING Civil Engineer GM-13			
4. OFFICIAL STATION HQDA (CEX-XX-X) WASH DC 20314-1000				5. ORGANIZATIONAL ELEMENT CECW-XX		6. PHONE NO. 695-XXXX	
7. TYPE OF ORDERS TDY		8. SECURITY CLEARANCE *See item 16		9. PURPOSE OF TDY Attend Annual Dredging Conference & visit FOA Dredging Field Office Conference Attendance & Site Visit			
10a. APPROX NO. OF DAYS OF TDY (Including travel time) 5		b. PROCEED O/A (Date) 12 Oct 88					
11. ITINERARY FROM Residence (Herdon, VA) TO New Orleans, Lafayette, LA RET Residence (Herdon, VA) <div style="text-align: right; font-size: 2em; opacity: 0.5; transform: rotate(-15deg); position: absolute; right: 0; top: 0;">SAMPLE</div>							
12. MODE OF TRANSPORTATION							
COMMERCIAL				GOVERNMENT		PRIVATELY OWNED CONVEYANCE (Check one)	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE:
	X				X	X	<input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)				<input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.			
13. <input checked="" type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. <input type="checkbox"/> OTHER RATE OF PER DIEM (Specify)							
14. ESTIMATED COST							
PER DIEM \$ 335.00		TRAVEL \$ 262.00		OTHER \$ 125.00		TOTAL \$ 722.00	
15. ADVANCE AUTHORIZED \$ Blank							
16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.) Registration fee in amount of \$75.00 authorized. * Access to classified material not required. Conference travel approved by HQUSACE 19 Sep 88							
17. REQUESTING OFFICIAL (Title and signature) TABLES 1-1 and 1-2				18. APPROVING OFFICIAL (Title and signature) -----			
AUTHORIZATION Funds Available							
19. ACCOUNTING CITATION Insert Fund Citation and complete Billing Address <div style="text-align: right;">John Doe, F&A Officer</div>							
20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION						21. DATE ISSUED Self Explanatory	
						22. TRAVEL ORDER NUMBER Appendix C and D	

DD FORM 1 JUN 67 1610

DD FORM 1 JUN 67 1610

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations)</i> Travel Authorized as Indicated in Items 2 through 21.						1. DATE OF REQUEST 16 Oct 87																									
REQUEST FOR OFFICIAL TRAVEL																															
2. NAME (Last, First, Middle Initial) Lake, Swann SSN 111-22-3333				3. POSITION TITLE AND GRADE OR RATING Travel Specialist GM-13																											
4. OFFICIAL STATION HQDA (CEX-XX-X) WASH DC 20314-1000				5. ORGANIZATIONAL ELEMENT CELM-XX		6. PHONE NO. 272-0679																									
7. TYPE OF ORDERS TDY		8. SECURITY CLEARANCE Secret		9. PURPOSE OF TDY Travel Administrative Activities Site Visit																											
10a. APPROX NO. OF DAYS OF TDY (Including travel time) 12		b. PROCEED O/A (Date) 2 Nov 87																													
11. ITINERARY <input checked="" type="checkbox"/> VARIATION AUTHORIZED FROM Residence (Baltimore, MD) TO Portland, OR; Walla Walla, WA; Portland, OR; Anchorage, AK RET Residence (Baltimore, MD)																															
12. MODE OF TRANSPORTATION <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th colspan="4" style="text-align: center;">COMMERCIAL</th> <th colspan="3" style="text-align: center;">GOVERNMENT</th> <th colspan="1" style="text-align: center;">PRIVATELY OWNED CONVEYANCE (Check one)</th> </tr> <tr> <th>RAIL</th> <th>AIR</th> <th>BUS</th> <th>SHIP</th> <th>AIR</th> <th>VEHICLE</th> <th>SHIP</th> <th>RATE PER MILE:</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td> <input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT <input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only) </td> </tr> </tbody> </table>								COMMERCIAL				GOVERNMENT			PRIVATELY OWNED CONVEYANCE (Check one)	RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE:		X						<input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT <input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)
COMMERCIAL				GOVERNMENT			PRIVATELY OWNED CONVEYANCE (Check one)																								
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE:																								
	X						<input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT <input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)																								
13. <input checked="" type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. <input type="checkbox"/> OTHER RATE OF PER DIEM (Specify)																															
14. ESTIMATED COST <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>PER DIEM</th> <th>TRAVEL</th> <th>OTHER</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">\$ 702.00</td> <td style="text-align: right;">\$ 910.00</td> <td style="text-align: right;">\$ 100.00</td> <td style="text-align: right;">\$ 1,712.00</td> </tr> </tbody> </table>							PER DIEM	TRAVEL	OTHER	TOTAL	\$ 702.00	\$ 910.00	\$ 100.00	\$ 1,712.00	15. ADVANCE AUTHORIZED \$ Blank																
PER DIEM	TRAVEL	OTHER	TOTAL																												
\$ 702.00	\$ 910.00	\$ 100.00	\$ 1,712.00																												
16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.) Theater clearance not required for Alaska, visiting Field Operating activity only. Four (4) days leave authorized.																															
17. REQUESTING OFFICIAL (Title and signature) John Doe, Chief Transportation Div, Log MGMT				18. APPROVING OFFICIAL (Title and signature) John Q. Public Director, Log MGMT																											
AUTHORIZATION																															
19. ACCOUNTING CITATION Funds Available Insert Fund Citation and complete Billing Address <div style="text-align: right; margin-top: 20px;">John Doe, F&A Officer</div>																															
20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION FILLED IN BY CELD-TT						21. DATE ISSUED Self Explanatory																									
22. TRAVEL ORDER NUMBER Appendix C and D																															

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations) Travel Authorized as Indicated in Items 2 through 21.						1. DATE OF REQUEST 3 May 88																						
REQUEST FOR OFFICIAL TRAVEL																												
2. NAME (Last, First, Middle Initial) John, John SSN 123-45-6789				3. POSITION TITLE AND GRADE OR RATING ADMC for Environmental Energy LTC																								
4. OFFICIAL STATION HQDA (CEX-XX-X) WASH DC 20314-1000				5. ORGANIZATIONAL ELEMENT DAEN-XXX-XX		6. PHONE NO. 272-1234																						
7. TYPE OF ORDERS TDY		8. SECURITY REQUIREMENTS TS/F		Attend meeting of the International Lakes Water Pollution Board Conference Visit																								
10a. APPROX NO. OF DAYS OF TDY (Including travel time) 3		b. PROCEED O/A (Date) 5 Jul 88																										
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED																												
FROM Residence (Charlestown, WN) TO Toronto, Ontario, Canada RET Residence (Charlestown, WV) <div style="float: right; font-size: 2em; opacity: 0.5;">SAMPLE</div>																												
12. MODE OF TRANSPORTATION																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4">COMMERCIAL</th> <th colspan="3">GOVERNMENT</th> </tr> <tr> <td>RAIL</td> <td>AIR</td> <td>BUS</td> <td>SHIP</td> <td>AIR</td> <td>VEHICLE</td> <td>SHIP</td> </tr> <tr> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>				COMMERCIAL				GOVERNMENT			RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP		X						PRIVATELY OWNED CONVEYANCE (Check one) RATE PER MILE: <input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT			
COMMERCIAL				GOVERNMENT																								
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP																						
	X																											
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)				<input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.																								
13. <input checked="" type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. <input type="checkbox"/> OTHER RATE OF PER DIEM (Specify)																												
14. ESTIMATED COST																												
PER DIEM \$ 204.00		TRAVEL \$ 198.00		OTHER \$ 175.00		TOTAL \$ 577.00																						
						15. ADVANCE AUTHORIZED \$ 0																						
16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.) Theater clearance secured by CELD-TT, conference travel by ASA(CW) 21JUN88 Registration fee in amount of \$50.00 authorized.																												
17. REQUESTING OFFICIAL (Title and signature) John Doe Executive, CEX-XXX-X				18. APPROVING OFFICIAL (Title and signature) AS APPROPRIATE																								
AUTHORIZATION																												
19. ACCOUNTING CITATION Funds Available Insert Fund Citation and complete Billing Address John Doe, F&A Officer																												
20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION FILLED IN BY CELM-TT						21. DATE ISSUED Self Explanatory																						
						22. TRAVEL ORDER NUMBER																						

DD FORM 1 JUN 67 1610

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations) Travel Authorized as Indicated in Items 2 through 21.						1. DATE OF REQUEST	
REQUEST FOR OFFICIAL TRAVEL							
2. NAME (Last, First, Middle Initial) Doe, Jane SSN 123-45-6789				3. POSITION TITLE AND GRADE OR RATING Engineer SES 04			
4. OFFICIAL STATION HQDA (CEXX-X) WASH DC 20314-1000				5. ORGANIZATIONAL ELEMENT CECW-XX-X		6. PHONE NO 272-1238	
7. TYPE OF ORDERS TDY		8. SECURITY CLEARANCE F/TS		9. PURPOSE OF TDY Conference Attendance Attend 7th World Power Conference and Post Conference Study Tour Number 4			
10a. APPROX. NO. OF DAYS OF TDY (Including travel time) 18		b. PROCEED O/A (Date) 5 Aug 88					
11. ITINERARY <input checked="" type="checkbox"/> VARIATION AUTHORIZED WI Russia FROM Washington, DC TO Moscow, Russia RET Washington, DC							
12. MODE OF TRANSPORTATION							
COMMERCIAL				GOVERNMENT		PRIVATELY OWNED CONVEYANCE (Check one)	
RAIL X	AIR X	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)				<input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT			
				<input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR TRAVEL TIME LIMITED AS INDICATED IN JTR.			
13. <input checked="" type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR <input type="checkbox"/> OTHER RATE OF PER DIEM (Specify)							
14. ESTIMATED COST							15. ADVANCE AUTHORIZED
PER DIEM \$ 2,000.00	TRAVEL \$ 800.00		OTHER \$ 550.00		TOTAL \$ 3,270.00		
16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.) Registration of \$70.00 and study tour cost of \$400.00 auth. ASA(CW) approval 20 lbs excess baggage 1 piece, official documents auth. Individual will take post conference study tour No. 4. Theater clnc secured by CELD-TT.							
17. REQUESTING OFFICIAL (Title and signature) John Doe, C/Engr Div, CW				18. APPROVING OFFICIAL (Title and signature) FOR GENERAL OFFICERS SIGNATURE			
AUTHORIZATION							
19. ACCOUNTING CITATION Funds Available Insert Fund Citation and complete Billing Address <div style="text-align: right;">John Doe, F&A Officer</div>							
20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION FILLED IN BY CELD-TT						21. DATE ISSUED Self Explanatory	
						22. TRAVEL ORDER NUMBER	

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1 JUN 67

APPENDIX J
FIGURE J-40

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <small>(Reference: Joint Travel Regulations)</small> Travel Authorized as Indicated in Items 2 through 21.						1. DATE OF REQUEST 14 APR 88	
REQUEST FOR OFFICIAL TRAVEL							
2. NAME (Last, First, Middle Initial) SELF EXPLANATORY-----				3. POSITION TITLE AND GRADE OR RATING -----			
4. OFFICIAL STATION HQUSACE (CEXX-XX) WASH DC 20314-1000				5. ORGANIZATIONAL ELEMENT CEXX-XXX-X		6. PHONE NO SELF EXPLANATORY	
7. TYPE OF ORDERS TDY		8. SECURITY CLEARANCE SECRET		9. PURPOSE OF TDY Evaluation of EUD Medical Construction in Support of Quarterly Program Review			
10a. APPROX NO OF DAYS OF TDY (Including travel time) 6		b. PROCEED O/A (Date) 24 APR 88					
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED FROM: WASH DC TO: AUGSBURG, WUERZBURG, BREMERHAVEN, FRANKFURT, GE.. RET TO: WASH DC							
12. MODE OF TRANSPORTATION SAMPLE							
COMMERCIAL				GOVERNMENT		PRIVATELY OWNED CONVEYANCE (Check one)	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE
	X			X			<input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)				<input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR TRAVEL TIME LIMITED AS INDICATED IN JTR			
13. <input checked="" type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR <input type="checkbox"/> OTHER RATE OF PER DIEM (Specify)							
ESTIMATED COST				15. ADVANCE AUTHORIZED BLANK			
PER DIEM \$ 600.00	TRAVEL \$ 1200.00		OTHER \$ 100.00				
16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.) THEATER CLNC NOT REQUIRED. VISITING CORPS OF ENGRS INSTALLATIONS ONLY. RENTAL CAR AND EXCESS BAGGAGE (70 lbs, 1 piece) AUTH. AUTH TO USE ARMY OR PX MUST BE SECURED FROM LOCAL US MILITARY CDR.							
17. REQUESTING OFFICIAL (Title and signature) AS APPROPRIATE-----				18. APPROVING OFFICIAL (Title and signature) -----			
AUTHORIZATION				FUNDS AVAILABLE			
19. ACCOUNTING CITATION INSERT FUND CITATION AND COMPLETE BILLING ADDRESS <div style="text-align: right;">MONEY BAGS, F&A OFFICER</div>							
20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION FILLED IN BY CELD-TT						21. DATE ISSUED AS APPROPRIATE	
						22. TRAVEL ORDER NUMBER AS APPROPRIATE	

DD FORM 1610

APPENDIX J
FIGURE J-41

REQUEST AND AUTHORIZATION FOR DOD CIVILIAN PERMANENT DUTY TRAVEL <small>(Reference: Joint Travel Regulations)</small>				1. DATE REQUESTED 3 Mar 88	
TRAVEL AUTHORIZED HEREIN AS NECESSARY IN THE PUBLIC SERVICE					
REQUEST FOR OFFICIAL TRAVEL					
2. NAME (Last, First, Middle Initial) Public, John Q			3. NEW POSITION TITLE AND GRADE OR RATING Civil Engineer, GS-13		
4. RELEASING OFFICIAL STATION AND LOCATION, OR ACTUAL PLACE OF RESIDENCE Commander, San Francisco District San Francisco, CA 94102			5. NEW OFFICIAL STATION AND LOCATION, ACTUAL PLACE OF RESIDENCE, OR ALTERNATE DESTINATION DAEN-XXX-XX, Wash DC 20314-1000 DUTY REPORTING DATE AT NEW STATION 5 Jul 1988		
6. PURPOSE OF TRAVEL <input checked="" type="checkbox"/> TRAVEL BETWEEN OFFICIAL STATIONS <input type="checkbox"/> RENEWAL AGREEMENT TRAVEL <input type="checkbox"/> OTHER (Specify) <input type="checkbox"/> RETURN FROM OVERSEAS FOR SEPARATION					
7. MODE OF TRANSPORTATION <input type="checkbox"/> GOVERNMENT <input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> RAIL <input type="checkbox"/> AIR <input type="checkbox"/> BUS <input type="checkbox"/> OTHER (Specify) <input type="checkbox"/> TO BE DETERMINED BY TRANSPORTATION OFFICER		PRIVATELY OWNED CONVEYANCE <input checked="" type="checkbox"/> ADVANTAGEOUS <input checked="" type="checkbox"/> AUTOMOBILE <input type="checkbox"/> OTHER (Specify) <input type="checkbox"/> NOT ADVANTAGEOUS		RATE PER MILE \$.20
	9. ROUND TRIP TRAVEL, NOT TO EXCEED CALENDAR DAYS INCLUDING TRAVEL TIME <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT AUTHORIZED TO SEEK PERMANENT RESIDENCE				
8. PER DIEM FOR EMPLOYEE AND DEPENDENTS (if applicable) AUTHORIZED PER JTR.					
10. TEMPORARY QUARTERS SUBSISTENCE EXPENSE <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT AUTHORIZED FOR 60 DAYS					
11. <input checked="" type="checkbox"/> MISCELLANEOUS EXPENSES <input checked="" type="checkbox"/> REAL ESTATE EXPENSES <input type="checkbox"/> UNEXPIRED LEASE EXPENSES AUTHORIZED PER JTR					
12. DEPENDENT OVERSEA TRAVEL <input type="checkbox"/> CONCURRENT <input type="checkbox"/> DELAYED <input type="checkbox"/> EARLY RETURN <input type="checkbox"/> NOT AUTHORIZED					
13. TRANSPORTATION OF DEPENDENTS AUTHORIZED	FROM San Francisco, California		TO Washington, DC		
	NAMES OF DEPENDENTS		RELATIONSHIP	DATE OF BIRTH (Children)	
	Name		Wife	NA	
	Name		Daughter	2/10/69	
Name		Son	4/23/70		
14. <input checked="" type="checkbox"/> SHIPMENT OF HOUSEHOLD GOODS AUTHORIZED NOT IN EXCESS OF (Net Weight in Pounds)					
FROM San Francisco, California		TO Washington, DC		NONTEMPORARY STORAGE OF HOUSEHOLD GOODS AUTHORIZED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. OVERSEA SHIPMENT OF PRIVATELY OWNED MOTOR VEHICLE AUTHORIZED <input type="checkbox"/> YES <input type="checkbox"/> NO				16. ADVANCE AUTHORIZED \$ 10,525.00	
17. REMARKS OR OTHER AUTHORIZATION (Use this space for special requirements, leave, excess baggage, etc. or other authorizations) Temporary storage of HHGs NTE 90 days. Concurrent travel of dependents authorized. Indiv will move HHGs on a commuted rate basis. Indiv & dependents auth 9 1/2 days travel time. SEE REVERSE SIDE FOR ESTIMATE					
18. ESTIMATED COST	PER DIEM	TRAVEL	OTHER	TOTAL	19. TRANSPORTATION AGREEMENT SIGNED
	\$ 1496.75	\$ 523.75	\$ 31839.30	\$ 33,859.80	<input checked="" type="checkbox"/> YES 17 Feb 88 <input type="checkbox"/> NO
20. REQUESTING OFFICIAL (Title and Signature)			21. APPROVING OFFICIAL (Title and Signature)		
TABLES 1-1 and 1-2-----					
AUTHORIZATION					
22. ACCOUNTING CITATION AS APPROPRIATE					
23. ORDER AUTHORIZING OFFICIAL (Title and Signature) OR AUTHENTICATION AS APPROPRIATE-----					24. DATE ISSUED -----
					25. TRAVEL ORDER NUMBER AS APPROPRIATE

DD FORM 1 JUL 67 1614

* U.S.G.P.O.: 1988 -491-003/50424

APPENDIX J
FIGURE J-42

ESTIMATED COSTS

Transportation of Employee & Dependents	\$ 523.75
Per Diem of Employee	458.00
Per Diem of Family	1,038.75
Shipment of Household Goods	6,055.00
90 Days Storage of Household Goods	1,334.00
60 Days Temporary Quarters and Subsistence	3,750.00
Miscellaneous Expenses	700.00
Real Estate Expenses	20,000.00

SAMPLE

Standard Form 1034 Revised January 1980 Department of the Treasury TFRM 4-2000		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL				VOUCHER NO.			
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION			DATE VOUCHER PREPARED		SCHEDULE NO.				
			CONTRACT NUMBER AND DATE						
			REQUISITION NUMBER AND DATE						
PAYEE'S NAME AND ADDRESS					PAID BY				
					DATE INVOICE RECEIVED				
				DISCOUNT TERMS					
				PAYEE'S ACCOUNT NUMBER					
SHIPPED FROM			TO		WEIGHT				
					GOVERNMENT B/L NUMBER				
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <i>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</i>		QUAN- TITY	UNIT PRICE COST PER				
					AMOUNT (1)				
PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE		APPROVED FOR		EXCHANGE RATE		DIFFERENCES			
		BY ²		Amount verified; correct for		(Signature or initials)			
		TITLE		(Signature or initials)		TOTAL			
		TITLE		(Signature or initials)		TOTAL			
		TITLE		(Signature or initials)		TOTAL			
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.									
<div style="display: flex; justify-content: space-between;"> (Date) (Authorized Certifying Officer)³ (Title) </div>									
ACCOUNTING CLASSIFICATION									
PAID BY	CHECK NUMBER		ON ACCOUNT OF U.S. TREASURY		CHECK NUMBER		ON (Name of bank)		
	CASH		DATE		PAYEE ³		PER		
\$		\$		\$		\$		TITLE	

Previous edition usable

1034-119-06

MSN 7540-00-900-2734

PRIVACY ACT STATEMENT

The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

APPENDIX J
FIGURE J-44

CEXX-XX (MARKS NUMBER)

DATE

MEMORANDUM FOR

CEHEC-RM-F
CELD-TT

1. Request invitational travel orders as follows:

a. Mr. John Doe
Associate Director
ERIC, Clearinghouse on Library
and Information Sciences
1140 Connecticut Avenue, N.W., Suite 12345
Washington, DC 20036

b. Purpose: To take part in a brainstorming meeting at the Indiana University Graduate Library School. Brainstorming is a style of a larger study to estimate research priorities for improving technical information analysis centers.

c. FUNDS: (Use appropriate funds).

d. Proposed itinerary: Traveler will make own transportation arrangements from Washington, DC to Indianapolis, IN, and return. Mr. Doe will depart Washington on or about 13 Oct 89. Period of TDY is approximately 2 days.

2. Request invitational travel orders be sent to CEX-XXX-XX for transmittal to Mr. Doe.

3. Estimated cost: Per diem \$150.00; travel \$254.00; other \$50.00; total \$454.00

BARNABY Z. QUAGGLE, Chief
Brainstorming Idea Branch
Exceptional Idea Division

FUNDS AVAILABLE:

FOR: F&A OFFICER

OM 55-1-1
31 JAN 90



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

CELM-TT

MEMORANDUM FOR: Director/U.S.Army Health Clinic, South-end of Concourse,
Pentagon, Washington, DC 20310

SUBJECT: Inoculations

1. is being assigned on official temporary duty to:
2. Please administer the necessary inoculations for travel to the overseas

FOR THE COMMANDER:

Travel and Transportation, Br.
Transportation Division
Directorate of Logistics Management

SAMPLE